



NC E-Procurement Upgrade Go-Live Postcard #7

NCAS Agency Edition

Now Available: Web-Based Training Courses NC E-Procurement [web-based training](#) is now available for your use on the project's web site. The training is divided into individual courses, covering topics such as system navigation, requisitioning, approving, receiving, reporting, and security administration. Each course takes about 30-90 minutes to complete. The **training is interactive**, so you will have an opportunity to try some of the steps on your own and to answer some questions to reinforce what you have learned. The training gives you an opportunity to build your knowledge **on your own schedule and at your own pace**.

When you view the [web-based training course listing](#), click on a training course title to open it. You will need Internet access and Adobe Flash Player 10 or higher to view the training courses. Please allow the download if prompted. A username and password is required to view the courses as with other NC E-Procurement training materials. This login information can be obtained from the NC E-Procurement Help Desk, 888-211-7440, option 1.

Learn How to Handle Open Transactions in July One of the [web-based training courses](#) that is now available covers the steps you should take with **open transactions** that are not fully received by the end of June. If you have questions about the end-of-year timeframe, please view this training. It provides guidelines for handling various types of open transactions and walks through several examples of closing out transactions during the **July – September transition period** in which the old and new NC E-Procurement systems will be available.

Training Objectives

- 1 • Understand the impact of the NC E-Procurement Upgrade on Historical Data
- 2 • Familiarize yourself with the timing of the NC E-Procurement Upgrade as it relates to Open Transactions
- 3 • Learn how to manage open transactions during the NC E-Procurement Upgrade and Transition

Feature Focus: Adding Tabs Did you know you can add new tabs and select content to appear in the new tabs? Adding customized content such as saved searches can help you manage your work more efficiently. To view a step-by-step demonstration on adding tabs and customizing the content you see in NC E-Procurement, please view the System Navigation training on the [Web-Based Training Courses](#) web page.

NC E-Procurement **ARIBA** SPEND MANAGEMENT Home | Help | Logout
 @your service Home Saved Searches Manage Recent Preferences
 Create Search Manage Recent Preferences
 Welcome NCAS Requester

Configure Tabs Refresh Content

Saved Searches Dashboard

POs created by NCAS.Requester

Order ID	Type	Date Created	Status	Title	Total
NCS000109		3/26/2012	Received	Test Close Button	\$10.00 USD

Drag and drop **Content** portlets to a new **Tab** based on your preferences.

This Quarter

ID	Type	Date Created	Status	Title	Total
RQ20001094		4/2/2012	Composing	04.02.2012-5	\$35.00 USD
RQ20002510		4/5/2012	Ordered	Training Example	\$242.00 USD
RQ20014977		4/24/2012	Submitted	TestNCASEditor	\$1,094.00 USD
RQ20015198-V2		4/25/2012	Canceled	Testing NCAS encumbrance	\$0.00 USD
RQ20038153		5/1/2012	Pending	19199 TEST	\$5,811.00 USD
RQ20005131		4/19/2012	Composing	Unbilled Requisition	\$184.00 USD

Follow-Up

We sent this postcard to NC E-Procurement NCAS agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov